

# CITY OF WEST LINN

## JOB DESCRIPTION

**Job Title:** POLICE CHIEF

General Function:

This position reports to the City Manager and is a member of the management team that provides leadership to the overall operation of the City. This position provides leadership while working within a team environment. This position manages the Police Department providing patrol and emergency response, crime prevention and investigation, animal control, code enforcement, community education, records and information maintenance and other related police functions.

Duties and Responsibilities:

*(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)*

1. Contributes to a positive work environment.
2. Maintains a positive relationship with fellow employees and with persons outside the City organization.
3. Exercises leadership to provide responsive and effective police services that are consistent with the City's goals and policies and meet the expectations of the community.
4. Coordinates activities and projects with other departments, governmental agencies, the schools, City Council and the community to ensure open and responsive communications and appropriate service.
5. Oversees preparation and administration of the department budget. Accountable for budget decisions and overall budget performance.
6. Develops contacts with community members, other governmental and law enforcement agencies as appropriate to evaluate, plan, monitor and improve service delivery.

7. Develops personnel through recruitment, selection and hiring; performance planning; management and appraisal; coaching; counseling; training and appropriate use of the progressive disciplinary system.
8. Creates, develops and maintains an environment that reflects respect for individuals, encourages innovation, creativity and professionalism and leads to effective delivery of services to the community.
9. Coordinates law enforcement services with LOCOM, Clackamas County, the State of Oregon and other cities and counties to address specific needs. Evaluates the feasibility of combined services.

SPECIFICATIONS:

*(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience may be considered)*

1) Job Preparation:

a) Education:

- i) Requires graduation from a four (4) year college with a degree in law enforcement or related field. Five (5) years progressively responsible experience in police services, with a minimum of three (3) years in a senior level administrative position required. Any satisfactory equivalent combination of experience and training as determined by the hiring authority may be substituted for the above.
- ii) Must possess a DPSST management certificate within one (1) year of appointment.

b) Training:

- i) Requires demonstrated management expertise including planning, budgeting and personnel administration and leadership ability. Requires ability to present technical and persuasive oral and written communications. Must possess demonstrated interpersonal skills. Must be able to perform under highly stressful conditions.
- ii) Must possess a valid Oregon Driver's license at the time of appointment.

2) Supervision:

Received: Work is performed highly independently under the supervision of the City Manager given broad policies and assigned activities. Work is review for effectiveness, results obtained and conformance with established rules, regulations, ordinances and laws.

Exercised: Leads the employees of the Police Department. Has full responsibility for appraising performance, adjusting pay, counseling, coaching and assigning work often through the delegation of authority to supervisory staff. Requires City Manager's approval for hiring, suspension and termination.

3) Communication:

Must maintain cooperative working relationship with outside agencies including other metropolitan and Clackamas County police agencies as well as the Oregon Chiefs and Sheriffs Associations. These communications are extensive and often of a confidential and sensitive nature.

Has extensive communications with other City departments. Communication is frequent and sometimes complex and occasionally involves confidential and sensitive information.

Contacts with City residents are frequent. They include meetings with the local business and neighborhood associations. Acts as staff liaison to the West Linn Traffic Safety Commission. There is daily contact with residents to resolve problems and respond to inquiries.

4) Cognitive Functions:

There are extensive written policies, procedures, and guidelines governing work, which includes federal, state and city laws, ordinances, resolutions, and rules and regulations. The City Charter, Municipal Code, personnel resolution, and union contracts provide the parameters for decision-making.

Developing new policies, procedures, systems and methodologies. The work frequently requires creativity and innovation and involves the solving of difficult problems where precedent is not available.

Consequences of errors could result in a lawsuit related to improper police procedures or personnel related matters.

Decisions most often made in the course of work include those related to proper police and personnel procedures, budget development and the proper purchasing and expending of budgeted items.

5) Working Conditions:

Hazards or other disagreeable conditions may be part of the job when serious emergencies require the presence of the Police Chief in the field. May on occasion be required to fill in for officers when personnel shortages occur.

Maintains a regular work schedule. May be required to attend Traffic Safety Commission and City Council meetings as well as other special meetings and training sessions that occur in the evenings and on weekends.

6) Resource Accountability:

Administers a two + million dollar budget and serial levy monies and manages department equipment of a similar value. Is responsible to the City Manager for insuring that expenditures are within the established budget.

Has extensive influence over the maintenance of considerable confidential and sensitive police information data.

*The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the need of the employer and requirements of the job change.*